

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

HEARING OFFICER

Role Title: Hearing and Legal Services Officer II

Position # 00018

Pay Band 5, Level I, Hiring Range: \$39,384 - \$67,636

Closing Date: November 5, 2007

Appeals Division - This position is responsible for conducting appeal hearings to render decisions at the highest administrative level in accordance with fair hearing principles. Decisions are subject to judicial review. Appeal issues include eligibility and entitlement for services for Medicaid, FAMIS, State and Local Hospitalization and other indigent health care programs administered by DMAS. Requires considerable knowledge of health care needs of the physically and mentally disabled, Medicaid and other public assistance programs, and administrative law and appeals procedures. Requires considerable experience interviewing individuals or small groups and obtaining information. Requires considerable experience researching, interpreting, and applying state and federal regulations; independently managing a caseload within established time limits; and analyzing facts to reach logical, legally supportable conclusions such as administrative appeals, utilization reviews, eligibility determinations, courtroom law practice, or non-automated claims determinations. Requires experience in analytical writing such as policy analysis, appeal decisions, law pleadings, academic report writing, or other similar report writing and PC skills for word processing. **REQUIRES VALID DRIVERS' LICENSE.** Prefer degree in nursing, mental health, mental retardation, social work, public administration, or law, and/or experience as an administrative hearing officer, utilization review analyst, eligibility worker/specialist, claims adjudicator, attorney, or the equivalent combination of education and experience. **REQUIRES TRAVEL.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA